

## CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number \_\_\_\_\_

Meeting Type: Regular

Meeting Date: 1/23/2014

Action Requested By:  
General Services

Agenda Item Type  
Motion

Subject Matter:

Fill One Position of Secretary II for the General Services Department.

Exact Wording for the Agenda:

"Request for Authorization to advertise and fill the position of one (1) Secretary II and to fill at a high rate within the City within the grade if necessary."

**Note: If amendment, please state title and number of the original**

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

The General Services Department requests authorization to fill one (1) position of Secretary II by advertising both outside the City and to current City employees, if necessary at a higher rate within the grade provided a qualified candidate cannot be found at the base rate.

Associated Cost: \$28,656.00

Budgeted Item: Yes

MAYOR RECOMMENDS OR CONCURS: Yes

Department Head: 

Date: 1/15/14